

**MINUTES  
PLANNING COMMISSION  
116 WEST NEEDLES  
BIXBY, OKLAHOMA  
MARCH 21, 2016 6:00 PM**

In accordance with the Oklahoma Open Meeting Act, Title 25 O.S. Section 311, the agenda for this meeting was posted on the bulletin board in the lobby of City Hall, 116 W. Needles Ave., Bixby, Oklahoma on the date and time as posted thereon, a copy of which is on file and available for public inspection, which date and time was at least twenty-four (24) hours prior to the meeting, excluding Saturdays and Sundays and holidays legally declared by the State of Oklahoma.

**STAFF PRESENT:**

Patrick Boulden, Esq., City Attorney  
Marcae' Hilton, City Planner  
Jason Mohler, Development Services Director  
Jim Coffey, Development Services (Consultant)

**OTHERS ATTENDING:**

See attached Sign-In Sheet

**CALL TO ORDER:**

Chair Lance Whisman called the meeting to order at 6:04 PM.

**ROLL CALL:**

Members Present: Larry Whiteley, Jerod Hicks, and Lance Whisman  
Members Absent: Tom Holland, Steve Sutton

1. Nomination and election of Secretary (City Code Section 10-1-3)

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Chairman Lance Whisman introduced new City Planner, Marcae' Hilton, and new Development Services Director, Jason Mohler, to the board. Lance Whisman made a MOTION to APPROVE Jason Mohler as the PC Secretary and Marcae' Hilton as Assistant Secretary. Larry Whitely SECONDED the Motion. Roll was called:

**ROLL CALL:**

AYE: Whiteley, Hicks and Whisman.  
NAY: None.  
ABSTAIN: None.  
MOTION PASSED: 3:0:0

2. Approval of Minutes for the February 16, 2016 Regular Meeting

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City Planner Marcae' Hilton asked to pass the February 16, 2016 Minutes of the Regular Meeting until the next Regular Meeting. Larry Whitely made a MOTION to APPROVE passing the February 16, 2016 Minutes until the next Regular meeting. Jerod Hicks SECONDED the Motion. Roll was called:

ROLL CALL:

AYE: Whiteley, Hicks and Whisman.  
NAY: None.  
ABSTAIN: None.  
MOTION PASSED: 3:0:0

PUBLIC HEARINGS

3. **BCPA-14 – City of Bixby.** Public Hearing to receive Public review and comment, and Planning Commission recommendations regarding the adoption of a proposed amendment to the Comprehensive Plan Text regarding policy on single-family residential entitlements including preference for Planned Unit Developments (PUDs), amending the Matrix to Determine Bixby Zoning Relationship to the Bixby Comprehensive Plan, recommending additions, subtractions, and/or changes to certain residential zoning districts in the Zoning Code, and making certain other amendments.
4. **Zoning Code Text Amendment.** Public Hearing to receive Public review and comment, and Planning Commission recommendations regarding the adoption of a proposed amendment to the Zoning Code of the City of Bixby, Oklahoma, pursuant to Oklahoma Statutes Title 11 Section 43-101 et seq. and Bixby Zoning Code/City Code Title 11 Section 11-5-3, to add, subtract, and/or change certain residential zoning districts, to amend Section 11-2-1 to define “masonry” and “masonry alternatives,” and to make certain other amendments.

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Chair Lance Whisman introduced Items 3 and 4 in a combined fashion and asked Jim Coffey for the Staff Report and recommendation. Jim Coffey presented the background information and Staff recommendation. Chair Lance Whisman asked if there was anyone in the audience here to speak on the item. Mike Maguffee spoke and requested the opportunity to review the Staff Report and noted that Planning Commission Minutes have not been posted for past meetings. Discussion continued regarding the Planning Commissions desire to continue the item and communicate further with Staff and City Council. Jarod Hicks requested an opportunity to collaborate with City Council in an upcoming City Council Work Session. Larry Whiteley made a MOTION to CONTINUE the public hearing to the next regular scheduled Planning Commission meeting. Jerod Hicks seconded the MOTION. Roll was called:

ROLL CALL:

AYE: Whiteley, Hicks and Whisman.  
NAY: None.  
ABSTAIN: None.  
MOTION PASSED: 3:0:0

## PLATS

5. **Preliminary Plat – “Chisholm Ranch II” – Tanner Consulting.** Discussion and consideration of a Preliminary Plat for “Chisholm Ranch II”, approximately 26.056 acres (68 Lots) in the NW/4 of Section 6, T17N, R14E.
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Chair Lance Whisman introduced the Item 5 and asked Marcae’ Hilton for the Staff Report and recommendation. Marcae’ Hilton presented the background information and Staff recommendation. Ricky Jones with Tanner Consulting concurred with Staff. Jarod Hicks asked a question about resolution of the sidewalks. Mr. Jones confirmed resolution and indicated that are going to construct sidewalks along the frontage. Chair Lance Whisman asked if there was anyone in the audience here to speak on the item. Mike Maguffee expressed concern with sidewalk construction for Seven Lakes. Jarod Hicks made a MOTION to APPROVE the Preliminary Plat for “Chisholm Ranch II”. Larry Whiteley seconded the MOTION. Roll was called:

### ROLL CALL:

AYE:	Whiteley, Hicks and Whisman.
NAY:	None.
ABSTAIN:	None.
MOTION PASSED:	3:0:0

6. **Preliminary Plat – Chisholm Ranch Villas II – Tanner Consulting.** Discussion and consideration of a Preliminary Plat for “Chisholm Ranch Villas II”, approximately 4.654 acres (16 Lots) in the NW/4 of Section 6, T17N, R14E.
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Chair Lance Whisman introduced the Item 6 and asked Marcae’ Hilton for the Staff Report and recommendation. Marcae’ Hilton presented the background information and Staff recommendation specifically noting the gate requirements. Marcae’ Hilton requested that the Applicant address all Preliminary Plat comments before submittal of the Final Plat. Ricky Jones with Tanner Consulting concurred with Staff. Chair Lance Whisman asked if there was anyone in the audience here to speak on the item: none. Larry Whiteley made a MOTION to APPROVE the Preliminary Plat for “Chisholm Ranch Villas II”. Jarod Hicks seconded the MOTION. Roll was called:

### ROLL CALL:

AYE:	Whiteley, Hicks and Whisman.
NAY:	None.
ABSTAIN:	None.
MOTION PASSED:	3:0:0

## OTHER BUSINESS

7. **BL-402 – Stephen Linn.** Discussion and possible action to approve a Lot-Split for approximately Lots 9 and 10, Block 3, *WoodMere*
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Chair Lance Whisman introduced the Item 7 and asked Jason Mohler for the Staff Report and recommendation. Jason Mohler presented the background information and Staff recommendation. The Applicant and property Owner, Mr. Stephen Linn, was present and expressed agreement with City Staff. Chair Lance Whisman asked if there was anyone in the audience here to speak on the item: none. Jarod Hicks made a MOTION to APPROVE the Lot-Split. Larry Whiteley seconded the MOTION. Roll was called:

ROLL CALL:

AYE:	Whiteley, Hicks and Whisman.
NAY:	None.
ABSTAIN:	None.
MOTION PASSED:	3:0:0

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ADJOURNMENT:

There being no further business, Chair Lance Whisman declared the meeting Adjourned at 6:32 PM.

APPROVED BY:

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Chair

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Date

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City Planner/Recording Secretary